

AAPAM 44TH Roundtable Conference LOGISTICAL AND ADMINISTRATIVE NOTE

Theme: "***Agile Public Administration: Partnership and Digital Transformation for Citizen-Centric Service Delivery***"

Venue: ***Esibayeni Lodge, Matsapha, Kingdom of Eswatini***

Dear Participants,

The Government of the Kingdom of Eswatini (through the Ministry of Public Service) is hosting the AAPAM 44TH Roundtable Conference to be held on **2- 5 December 2025, Esibayeni Lodge Matsapha, Eswatini.**

Despite being the smallest landlocked country between South Africa and Mozambique in the Southern hemisphere, and the second smallest country in continental Africa, Eswatini, formerly known as Swaziland, more than makes up for its lack of size with hugely diverse range of attractions and activities. As one of the few remaining monarchies in Africa, culture and heritage are deeply engrained in all aspect of Swazi life, ensuring an unforgettable experience for all who visit. As well as the rich culture, the overwhelming friendliness of the people make all visitors feel truly welcome and very safe. In addition, the stunning scenery of mountains and valleys, forests, and plains plus wildlife reserves across the country that are home of the Big Five and a fascinating mix of modern and traditional festivals, ceremonies and events, and you have all that's best about Africa in one small but perfectly formed and welcoming country.

In this regard, the following information is provided to give you full details on the meeting location, your travel arrangements, and the host country information and accommodation arrangements.

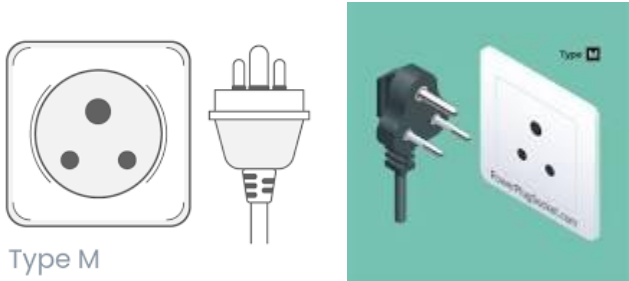
Dates	<p>The actual meeting dates are 2 – 5 December 2025.</p> <p>The AAPAM 44TH Roundtable Conference will be structured as follows:</p> <ul style="list-style-type: none"> • 2- 3 December 2025: Delegates Meeting • 04 December 2025: Ministers, Secretaries & Heads of Public Service Meeting • 05 December 2025: AAPAM Awards
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	The arrival date of all delegates is 01 December 2025 , while Ministers Secretaries may still arrive on 03 December 2025 depending on the availability of flights.
Purpose of the Conference	To bring together public sector leaders, policy makers, academics, development partners, and practitioners across Africa to deliberate on key issues shaping governance, leadership, and public sector transformation.
Accommodation and Venue	<p>The host country (Eswatini) through the Ministry of Public Service has already engaged some selected hotels and negotiated rate for all participants at the hotels appended to this Note.</p> <p>However, it is the responsibility for each participants/delegation to confirm reservation and payment for rooms using the following reference codes:</p> <ul style="list-style-type: none"> - AAPAM2025

	<p>All AAPAM member States should fully cover the cost of their participation to the 44th Roundtable Conference in Matsapha, Eswatini.</p> <p>Facilities at the hotel include modern and spacious guest rooms with complimentary toiletries, air conditioning, Satellite TV and complimentary Wi-Fi access.</p>
Dress Code	Formal Business. IMA Dinner African attire
Flight	➤ All that fly to Eswatini

Local Transport	➤ Government of Eswatini will cater for ground Transportation, Pick-up from and to the airport including all ports of entry for participants will be available and all participants are advised to utilize transport services recommended for delegates.
Immigration Requirements and Visa	ARRANGEMENTS WILL BE FACILITATED FOR DELEGATES WHO REQUIRE VISA TO RECEIVE VISA ON ARRIVAL. The Note Verbale will be issued. It is strongly encouraged that delegates secure a Service Passport and confirm their attendance to the conference for ease of facilitating the VISA processes.

Health Regulations others)	- All participants must ensure that they take the necessary vaccinations (Yellow fever) and travel with their vaccination card which is an entry requirement.
Weather	The climate of Matsapha, Eswatini in December is generally warm & wet Please find a link below for the weather forecast: https://www.accuweather.com
Language in the meetings	The meeting will be conducted in Arabic, English, and French, with simultaneous interpretation.
Documents	Working documents for the meeting will be shared with the participants through email prior to the meeting.

Local Currency/Forex	<p>The Swazi Lilangeni (SZL) is the local unit of currency in Eswatini. The exchange rate is estimated at 1 USD= 18 SZL, 1 EUR = 20 SZL</p> <p>Please note that the exchange rate is defined on daily basis and changes might occur many times during the day.</p> <p>Exchanging money: It is recommended to exchange money into SZL (Swazi Lilangeni) through Exchange shops and/or banks. Exchanging money at the venue will also be available. Banking business days in Eswatini are from Mondays to Fridays, from 8:00 am to 3pm, as well as on Saturdays from 8:00 am to 12:00 midday</p> <p>Payment methods: You can pay all your purchases during your stay in Eswatini either in cash or using credit/debit cards such as visa or Master card, except for small shops where you will have to pay in cash as it is the only available option.</p>
Timing	The time in Eswatini is (GMT+2), South Africa Standard Time (SAST)
Sim Cards	The Eswatini country code is +268. You can purchase a Sim card upon arrival at the King Mswati III International Airport and all ports of entry. Sim cards will also sold at the conference venue
Power supply	<p>In Eswatini, the primary power plug is Type M, which has three large round pins. You are advised to have a type M travel adapter. The standard voltage is 230 V with a frequency of 50 Hz</p> <div style="text-align: center;">  <p>Type M</p> </div>
EMERGENCY NUMBERS	Police: 999, Ambulance: 977, Fire: 933,
Security and safety measures	Emergency protocols, security arrangement, and health guidelines will be provided.

NB: Please kindly note that all participants should stay at the Hotels recommended by the Government of Eswatini mentioned in this present logistical note.